

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

DEPARTMENT OF STATE, BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Advisory Committee on International Postal and Delivery Services
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
This is a statutory committee established under section 405 of the Postal Accountability and Enhancement Act of 2006 (P.L. 109-435) and the Federal Advisory Committee Act, 5 U.S.C. Appendix.
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
The committee shall provide advice with respect to U.S. foreign policy related to international postal and other international delivery services and U.S. policy toward the Universal Postal Union.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>A Federal Register Notice (volume 78, number 182) was published on September 19, 2013 to notify the public that the Designated Federal Officer was accepting membership applications for the December 2013-December 2015 cycle. A membership application was also published on the IO/GS webpage on International Postal Policy and was distributed to all current Advisory Committee members.</p> <p>The application asks prospective members to identify any organizational affiliations they have. It also asks applicants to select from four associations they may have with the international postal and delivery services sector. These include: users of the mail; postal and delivery services sector; private couriers and financial services providers; and postal expert. Finally, the application calls for the candidate to describe the contribution that he or she feels capable of making to the committee.</p> <p>By cross-referencing the organizational affiliations and associations with the sector, we will select four to five members from each associational category and then complete the Advisory Committee's membership with five U.S. government stakeholder agency appointees.</p>
(5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
The descriptions of their contributions may serve as a means of distinguishing between multiple applicants from the same interest association to the sector.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

Membership Information and applications were distributed to the general public and to current FACA members. The application and information was also published on the International Postal Policy webpage. The Designated Federal Officer for the Advisory Committee sorted the applications according to the association with the postal sector and then by organizational affiliation.

Four or five applicants from each category were selected based on their descriptions, their likely contribution to the committee and, if known, their past level of active membership in the committee's work.

If vacancies occur between charter renewal years, the Designated Federal Officer will elect to either publish a Federal Register Notice requesting applications from the general public, or to send a notification to the committee members soliciting recommendations.

Members serve for two years with the opportunity to be reappointed.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

Subcommittees with fewer than six members shall be reviewed so that no more than two members from any of the four interest association categories are represented. Subcommittees of six or more members should represent the balance of the committee as a whole whenever practicable.

(8) OTHER

Provide any additional information that supports the balance of the FAC

The total number of members to the Advisory Committee is approximately 25, with the current number of members being 21.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

October 28, 2013